



**City of Fredericksburg**  
715 Princess Anne Street  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
Telephone: 540 372-1028

**VACANCY ANNOUNCEMENT**  
**FULL TIME ASSISTANT DIRECTOR OF PUBLIC TRANSIT**  
**HIRING RANGE: \$ 61,655-74,840**  
**Position Number: 240-01675-1**

This is a full-time position with FREDericksburg Regional Transit (FRED), a department of the City of Fredericksburg. The purpose of the position is to assist the Director of Public Transit; ensure the safe and efficient operation of a 29-bus, 21-route, regional transit system; supervise employees including, but not limited to: instructing, assigning, and reviewing work, hiring new employees, discipline, and termination; assist with the creation and submittal of grants for State and Federal funding; manage grants through fruition; help plan for service expansion and route/schedule adjustments; ensure that FRED is in compliance with all applicable regulatory requirements; manage the development and implementation of policies and plans; liaise with Federal, State and local officials, auditors, and citizens; and manage significant projects and procurements. Additionally, position is responsible for providing general administrative support to the Director of Public Transit and for supporting FRED's Public Transportation Advisory Board (PTAB) activities. Performs related work as directed.

Additional special requirements include: ability to pass a criminal record check; and must not have any felony or substance abuse conviction within the last 10 years or any history of child molestation/abuse or DWI convictions. Work hours may vary and may include occasional weekend and evening meetings/events. Rigorous background checks including criminal history, driving records, and previous employment verification will be performed. Employment is contingent upon passing a post-offer drug test. In addition, this position is subject to post-hiring random drug and alcohol testing in accordance with Department of Transportation requirements.

The position is open until filled, however it is recommended that City applications with resumes be submitted to the City of Fredericksburg Human Resources Department by the close of business on Friday, January 24, 2014:

City of Fredericksburg  
Human Resources Department  
715 Princess Anne Street, Room 217  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
[jobs@fredericksburgva.gov](mailto:jobs@fredericksburgva.gov)

EOE